



CLASSIFICATION SPECIFICATION

CLASS NUMBER 10191

ACCOUNT CLERK 1

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, an Account Clerk 1 may not perform all of the duties listed. However, it is mandatory that the first duty (I) be performed a minimum of 20% of the time.



Summary of Essential Duties

The primary purpose of the Account Clerk 1 position is to post a variety of accounting transactions to ledgers, journals or cash books and makes necessary mathematical computations for posting and maintenance of records AND/OR reviews, codes and processes invoices, receipts, vouchers or other accounting documents, as well as to track various accounts and assist obligees, obligors, and the general public with the handling of these accounts.

Duties

Frequency: 40% +/-10%

- I. Posts a variety of accounting transactions to ledgers, journals or cash books and makes necessary mathematical computations for posting and maintenance of records AND/OR reviews, codes and processes invoices, receipts, vouchers or other accounting documents.

Frequency: 25% +/-10%

- II. Tracks various accounts and assists obligees, obligors and the general public with the handling of these accounts. If assigned, will also analyze, prepare and reconcile expense reports, and prepare invoices, vouchers, accounts, remittances, and other related materials, but not to exceed 19% of the time.

Frequency: 10% +/- 3%

- III. Completes various fiscal/financial reports.

Frequency: 10% +/- 2%

- IV. Performs various position-related clerical duties.

Frequency: 5% +/-2%

- V. Performs basic auditing/examining duties, such as verifying balances, sorting and coding information, revising journal entries.



Frequency: 5%+/-2%

VI. Assists with payroll, billing, purchases and Random Moments Surveys.

Frequency: 5% +/- 2%

VII. Accounts for inventory and reports changes to county auditor's office.



**KSA'S FOR THE
JOB CLASSIFICATION OF
ACCOUNT CLERK 1**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Office practices and procedures; Agency computer systems; Typing principles; Word processing functions; Mathematical principles; Accounting and bookkeeping principles and procedures (e.g., account reconciliations); Social welfare issues; Banking procedures and practices.	Typing; Writing; Operating computer systems; Organization; Operating office machines (e.g., photocopier); Word processing.	Perform intermediate-level mathematical and accounting operations (e.g., account reconciliations; analyze, code, Prepare receipts; Prepare correspondence; Enter data into computer (i.e., type); Sort items into categories according to established methods; Investigate problems/discrepancies among data (e.g., invoices); Operate office machines (e.g., photocopier); Perform a wide variety of interrelated procedural assignments.
II	Office practices and procedures; Agency computer systems; Typing principles; Word processing functions; Mail procedures; Computer operations; Accounting and bookkeeping principles and procedures; Mathematical principles; Warrants; Banking procedures & practices	Computer operations; Typing; Oral Communication; Organization; Word processing.	Answer routine questions/inquiries; Enter data into keyboard (i.e., type); Investigate problems/discrepancies among data; Receive payments; Track various accounts; Perform intermediate-level mathematical operations.
III	Office practices and procedures; Agency telephone system; Agency computer systems; Phone procedures.	Oral Communication; Organization.	Answer routine questions/inquiries; Forward calls to other employees when necessary.
IV	Office practices and procedures; Mathematical principles; Relevant fiscal/financial reports; Data analysis and statistics; Data collection; Records maintenance; Fiscal/Financial reports; Accounting principles.	Oral Communication; Typing; Writing.	Work with others in the analysis of data for reports; Maintain accurate records; Gather/collect data; Present data/reports to others; Maintain accurate records; Perform intermediate-level mathematical operations; Analyze data; Complete reports.
V	Office practices and procedures; Agency computer systems; Mail procedures; Typing; Accounting and bookkeeping principles and procedures; Word processing functions; Mathematical principles.	Oral Communication; Writing; Typing;	Sort items into categories according to established methods; Enter data into keyboard (i.e., type); Work with and assist others; Perform intermediate-level mathematical operations on calculator.
VI	Office practices and procedures; Auditing/examining principles and procedures; Mathematical principles.	Organization; Oral Communication.	Perform auditing/examining duties; Sort items into categories according to established methods; Verbally respond to reports of auditors.



VII	Agency computer systems; Typing; Mathematical principles; Agency payroll procedures; Purchasing practices and procedures; Random Moments Surveys; Travel reimbursement procedures; Filing procedures.	Typing; Oral Communication.	Perform mathematical operations; Discuss payroll discrepancies with others; Enter data into keyboard (i.e., type); Investigate discrepancies among data; Discuss discrepancies with employees; Complete purchase orders; Review random moments surveys to ensure completeness of information; File.
VIII	Mathematical principles; Typing principles; Computer operations; Inventory principles and procedures.	Writing; Typing; Performing computer operations.	Fill out inventory forms; Tabulate yearly office supply needs; Perform intermediate-level mathematical operations.



Minimum Qualifications

- Completion of two years technical training in business management or similar field with an emphasis on accounting.

- Or two courses or twelve months experience in business mathematics, two course or twelve months experience in accounting or bookkeeping, one course or six months experience in typing or keyboarding, one course or six months experience in office practices and procedures, and one course or six months experience in techniques of writing.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires no unusual physical effort or exertion. Most of the work is sedentary but may involve occasional moving of light equipment or office supplies weighing less than five pounds. The position involves very limited probability of any injury, such as would be expected in a typical office environment.